

MINUTES

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY BOARD OF DIRECTORS MEETING - LOAN BUSINESS

June 16, 2004 - 12:00 P.M.

**8th & Main Building, 3rd Floor Conference Room
Richmond, Virginia**

- I. Voting members present: Larry Roach, Hattie Hamlin, Joe Underwood, Jim Cheng, Esther Corpus, the Honorable Jody Wagner, Rick Brown, and Leon Moore. Others present: Seth Ginther, Scott Parsons, Patty Thorne, Anna Mackley Cobb, Barbara Carter, Mark Heede, Patricia Morris, Mitzi Hesser, and Cassandra Graham.

The meeting was called to order by Vice Chairman Larry Roach.

- II. Approval of Minutes - On a motion by Leon Moore, seconded by Hattie Hamlin, the minutes of the April 21, 2004 Board of Directors - Loan Business Meeting were unanimously approved.

III. Industrial Development Bond Projects

- A. BSL, L.L.C. - Frederick County - \$3,000,000 IDB. On a motion by Rick Brown, seconded by Jim Cheng, the Board unanimously adopted a final resolution approving the issuance of industrial development revenue bonds to finance a manufacturing facility expansion.

- IV. Discussion of Request for Proposal to Hire a Business Consultant - Scott Parsons briefly reviewed for the Board the background on the need to hire a business consultant to search for alternative financing sources for the Authority. Board members were given the RFP for their review and comments. The Board then discussed the response and selection process. After discussion, a motion was made by Jody Wagner, seconded by Joe Underwood, and unanimously approved to direct staff to send out a Request for Proposal with the intention of hiring a business consultant who will assist the VSBFA in identifying alternative sources of funding. The staff is further directed to review all responses and select a reasonable number to be interviewed by the Board. The Board will make the final selection. If during the review or selection process further duties or needs are identified, the Board may add those requirements.

- V. Board Review and Ratification of Loans Approved and Declined by Staff - On a motion by Joe Underwood, seconded by Jim Cheng, the loan decisions of \$500,000 or less approved and declined by staff for April 2004 and May 2004 were unanimously ratified.
- VI. Monthly Report to the Board on Loan Volume and Fiscal Year Status - The monthly loan activity report for Fiscal Year to Date April 2004 showing the status of the VSBFA loan portfolio was reviewed by Scott Parsons for the Board. Additionally, Mr. Parsons informed the Board on the status of the new Tobacco Commission *Southside Capital Access Program* (TCAP) being administered by VSBFA. Five banks have joined the program and three others are planning to also participate.
- VII. Administrative Matters
- A. APA Audit June 30, 2003 Report - Board members received a copy of the June 2003 Report on Audit. Scott Parsons briefly noted that the Authority is audited each year has received a clean audit.
- B. Staff Updates - Scott Parsons introduced Cassandra Graham to the Board. Ms. Graham is an intern working with on special projects this summer for the Authority. Mr. Parsons then announced that VSBFA has hired a new staff member, Julie Tidvosky-James, formerly with BB&T. Mrs. Tidvosky-James will market VSBFA in the Valley and Central regions of the state.
- C. Recognition of Outgoing Board Member - On behalf of the Board of Directors, Scott Parsons presented a framed resolution and clock to Vice Chairman Larry Roach. Mr. Parsons expressed appreciation for Mr. Roach's years of service and commitment to the mission of VSBFA in providing financing opportunities for small businesses in the Commonwealth. Mr. Roach's term on the Board ends June 30, 2004.
- VIII. Adjourn - On a motion by Joe Underwood, seconded by Jim Cheng, the meeting was adjourned.